

RdSAP Energy Performance Certificate

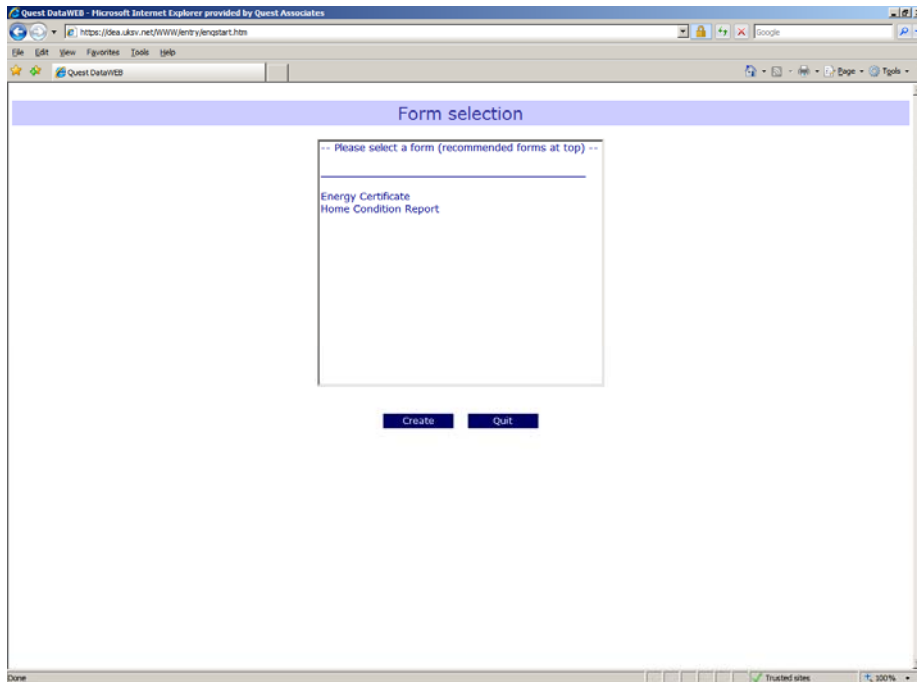
QSAP Version 7.1



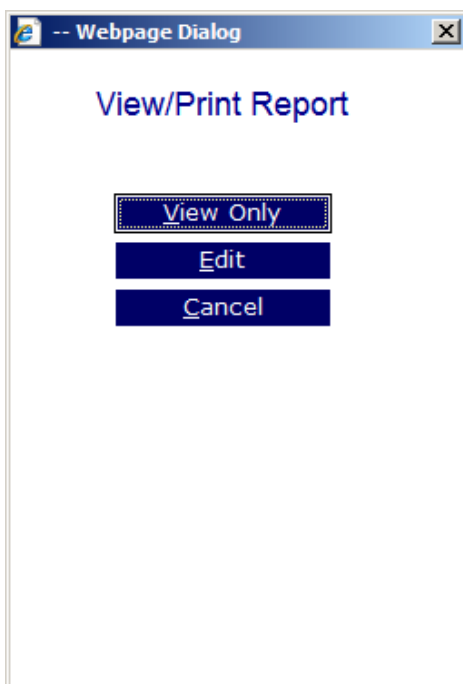
| | |
|-----------|--|
| Title | RdSAP Energy Performance Certificate User Manual |
| Version | QSAP 7.1 |
| Date | 19 th March 2010 |
| Copyright | © Quest |

ACCESSING THE EPC

Select the orange button “**Create Report**” to the right of the property address. A dialog window will appear and you can highlight the report you wish to create and select “**Create**”.



You will return to the tramlines and to the right of the property it will say e.g. 1EPC (Created), select this option. A dialog box will appear as below.



View Only – Will display the EPC or HCR file as a PDF.

Edit – Takes you into the EPC or HCR template to type.

Cancel – Takes you back to Recent Cases screen.

If you select Edit, a message will appear for a few seconds.

PLEASE WAIT... PREPARING REPORT FOR DISPLAY

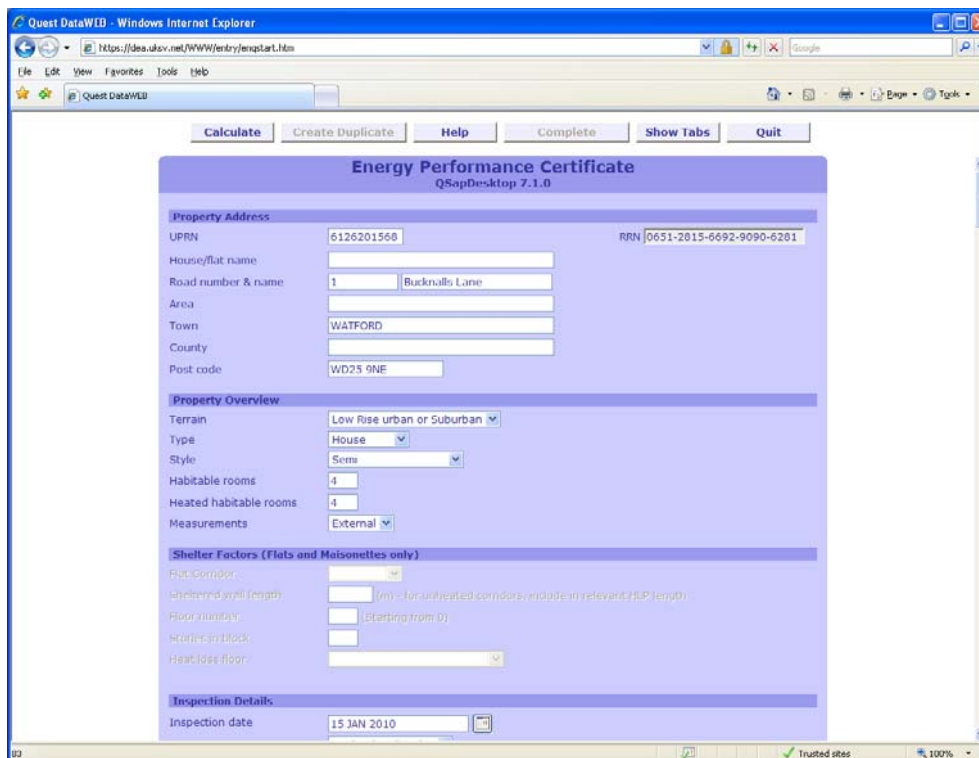
This may take a few moments.

Note: This message will disappear when the report has finished loading

Once the message disappears, the Energy Performance Certificate or Home Condition Report template will appear on screen.

EPC TEMPLATE

The screen below shows an example of the (EPC) Energy Performance Certificate template.



At the top of the form there are buttons for the following:

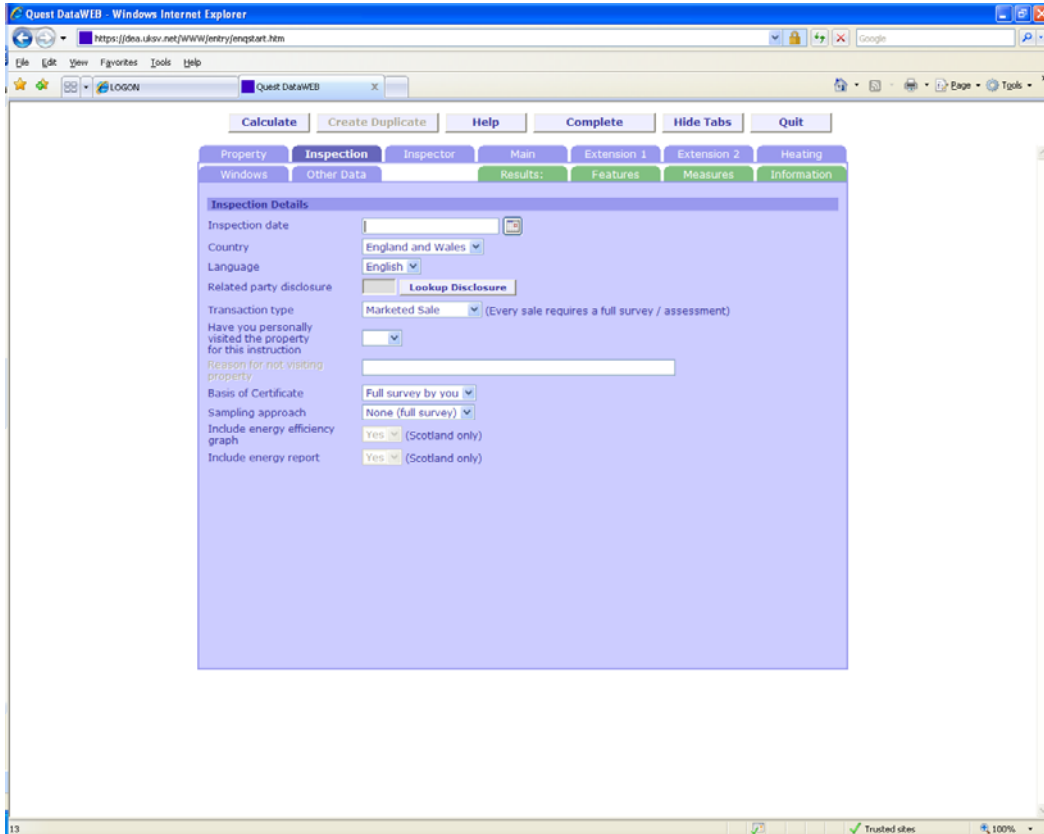
- | | |
|--|---|
| <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff; width: fit-content;">Calculate</div> | <p>Saves the form at any time and once all information has been filled in it will calculate the results – F10 is the shortcut key for this option</p> |
| <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff; width: fit-content;">Create Duplicate</div> | <p>Available when the EPC has already been completed and lodged. Use this option to create a duplicate copy of the EPC for amendments</p> |
| <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff; width: fit-content;">Help</div> | <p>Shortcut keys to help when completing the form</p> |
| <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff; width: fit-content;">Complete</div> | <p>Once calculated, select this button to complete the EPC and lodge to the central register</p> |

Show Tabs

To change into a tabbed view of the form. Once clicked, the screen will change and this button will change to Hide Tabs to change back to the one page form. The view that you last select will be remembered for the next time you enter an EPC.

Quit

To exit the EPC without saving



Property Address/Property Overview

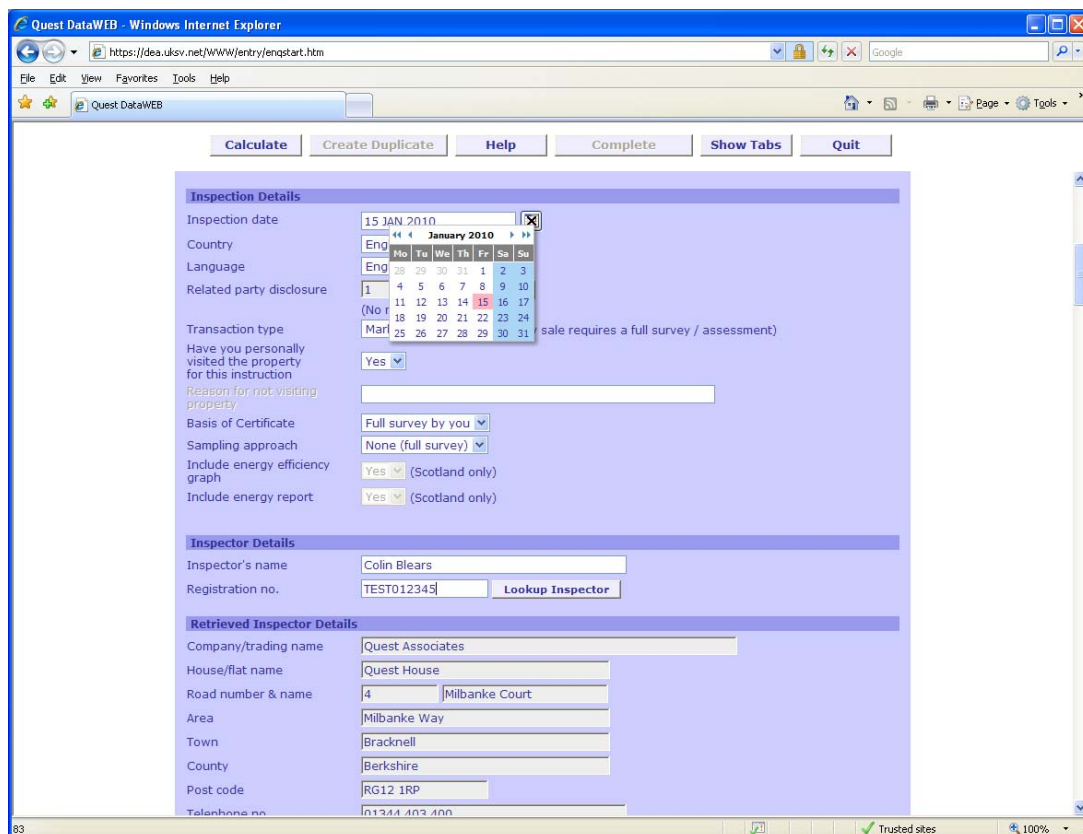
In the first section of the form, you will need to provide the property address and overview. The RRN will auto-populate when the form is first calculated. If the property is not a flat or maisonette, the Shelter Factors will be greyed out as not applicable.

Inspection Details

Under the Inspection Details section you need to enter the Inspection date by clicking the calendar icon and selecting the relevant date.

Under Inspector Details, complete the Inspector's name and Inspector's Registration No then click **"Lookup Inspector"**. If you have more than one address or insurance details, this will display your options. Select the correct details to populate the relevant fields. If any of your details are incorrect please contact your accreditation scheme.

The Transaction type is for CLG stats only.



Quest DataWEB - Windows Internet Explorer
 https://dea.uksv.net/WWW/entry/jenstart.htm

Calculate Create Duplicate Help Complete Show Tabs Quit

Inspection Details

Inspection date: 15 JAN 2010
 Country: Eng
 Language: Eng
 Related party disclosure: 1
 Transaction type: 1
 Have you personally visited the property for this instruction: Yes
 Reason for not visiting property:
 Basis of Certificate: Full survey by you
 Sampling approach: None (full survey)
 Include energy efficiency graph: Yes (Scotland only)
 Include energy report: Yes (Scotland only)

Inspector Details

Inspector's name: Colin Blears
 Registration no.: TEST012345 **Lookup Inspector**

Retrieved Inspector Details

Company/trading name: Quest Associates
 House/flat name: Quest House
 Road number & name: 4 Milbanke Court
 Area: Milbanke Way
 Town: Bracknell
 County: Berkshire
 Post code: RG12 1RP
 Telephone no.: 01344 403 400



Home Inspector Lookup -- Webpage Dialog

Address

- Select Address -
 T Parker Ltd, Buck House, 12, High Street,, London, RH10 3EE
 Fred Trading Ltd, a1, a2, a3, a4, a5, a6, pc,

Insurance Policy

- Select Insurance -
 000F03049P07, A G Dore & Others Lloyds Syndicate 2526
 123456789/10, Fred Insurance Company

Confirm Cancel

Main Property Details

Complete sections by clicking on the drop down arrow for multi-choice options.

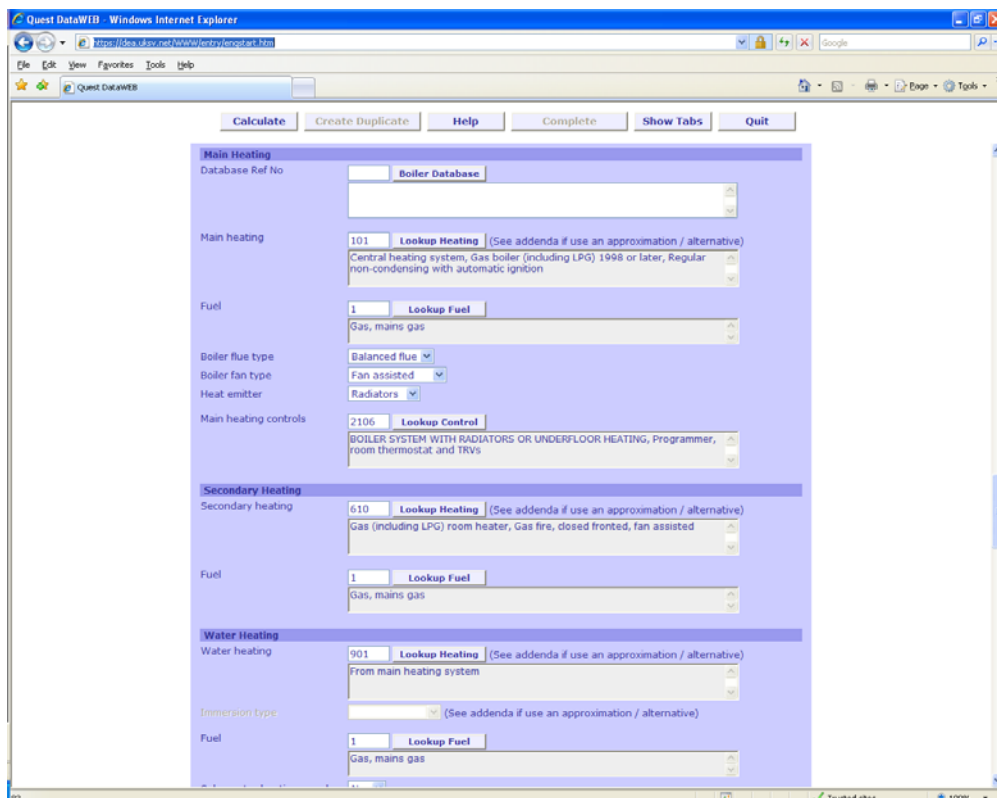
In the Main Property Measurements section, you can select the option **“Same as above”** to input the same measurements as in the fields above.

| Measurements: | Floor area (m ²) | Room height (m) | Heat loss perimeter (m) | |
|--|------------------------------|-----------------|-------------------------|---------------|
| Lowest occupied floor | 48.00 | 2.40 | 20.00 | |
| 1st floor | 48.00 | 2.40 | 20.00 | Same as above |
| 2nd floor | | | | Same as above |
| 3rd floor | | | | Same as above |
| 4th floor | | | | Same as above |
| 5th floor | | | | Same as above |
| Remaining | | | | Same as above |
| Room in roof | 30.50 | | | |
| Room in roof insulation | All Elements | | | |
| Room in roof flat ceiling insulation thickness | 200 mm | | | |

The Extension sections are greyed out until the Date built has been entered.

Main Heating

To enter boiler information you can either click the **“Boiler Database”** button and select the relevant boiler by manufacturer from the SEDBUK database, otherwise click on the **“Lookup Heating”** and select the type of system from the list.



Fields Auto-selected by Default

When a new EPC is created, a number of fields now have the most commonly used options pre-selected by default. These are:

- 1) Conservatory – set to “No conservatory”
- 2) Wind Turbine – set to “No”
- 3) Solar Water Heating Panel – set to “No”
- 4) Photovoltaic Cells - set to “0”
- 5) Basis of Certificate – set to “Full survey by you”
- 6) Sampling Approach – Set to “Non (full survey)”

Windows

Under the windows section, by selecting “**Much more than typical**” or “**Much less than typical**” you are able to enter the exact data for each of the windows in the property. If you state the number in the “**Measured Windows**” option, this will then display additional sections for you to complete the windows details.

Once you have entered all the data required to calculate the EPC, select “**CALCULATE**” and the software will generate the certificate if all information entered is correct. If the software is unable to calculate then you will receive an alert directing you to the data that requires your attention. Once you have corrected the alert then you can repeat the process above until you receive the message “**SAP OK**”.

View & Select Measures

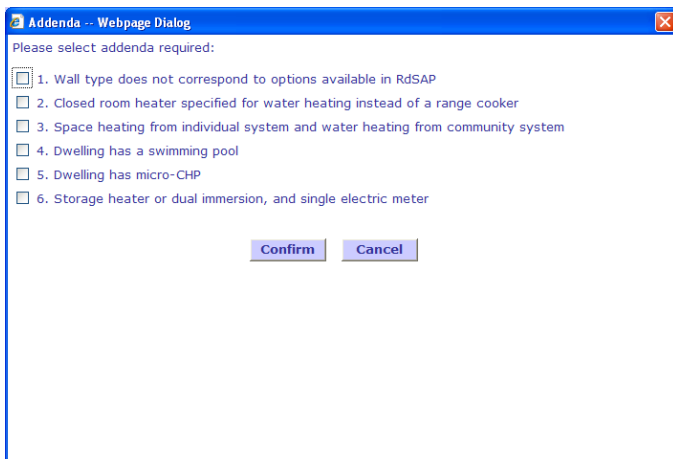


To change the recommendations that the software generates you can select this option within the SAP Return Data section towards the bottom of the form. The dialog window will then appear allowing you to change the recommendations.

Please note by removing recommendations it will change the Potential rating on the certificate. Recommendations should only be removed under circumstances that would prevent them from being installed e.g. Double Glazing may not be able to be installed on a listed building.

Once the recommendations have been changed then select OK and the certificate will re-calculate.

Addenda



The screenshot shows a dialog box titled "Addenda -- Webpage Dialog". It contains the text "Please select addenda required:" followed by a list of six items, each with a checkbox:

- 1. Wall type does not correspond to options available in RdSAP
- 2. Closed room heater specified for water heating instead of a range cooker
- 3. Space heating from individual system and water heating from community system
- 4. Dwelling has a swimming pool
- 5. Dwelling has micro-CHP
- 6. Storage heater or dual immersion, and single electric meter

At the bottom of the dialog box are two buttons: "Confirm" and "Cancel".

Choose all relevant addenda in accordance with the RdSAP conventions and features of the property, consistent with your data entry.

TECHNICAL SUPPORT

Quest Associates operates a very friendly technical support helpline which is open Monday to Friday 09:00 to 17:30. If you have any technical questions with the operation of this software please do not hesitate to contact us on 0844 844 9969 option 2

Quest /Landmark Information Group Ltd
Legal & Financial
The Smith Centre
Fairmile
Henley-on-Thames
Oxon
RG9 6AB

Telephone: 0844 844 9969

Fax: 0844 844 9970

www.Questuk.com